

Eton House®

International Pre-School

Bahrain

Terms and Conditions of Enrolment

Eton House International Education Group

The Terms and Conditions of Enrolment at Eton House International Pre- School (hereinafter referred to as “the School”) are to be read in conjunction with the School’s calendar.

These form part of the agreement between the school and the parent/ guardian of the student (hereinafter referred to as “Parent”) as named herein.

1. ENROLMENT

1.1. All enrolments are subject to the following terms and conditions, which becomes legally binding on written confirmation of acceptance by the school.

1.2. The School reserves the right to withhold acceptance of an enrolment at its discretion, if such action is deemed to be in the best interests of the student or the School.

2. LAW

2.1. This Agreement is subject to the laws of Kingdom of Bahrain and the parties submit to the exclusive jurisdiction of the Bahrain in all matters arising from this agreement.

3. ENROLMENT MANAGEMENT FEE

3.1. A non-refundable enrolment management fee is payable upon registration of the student at the School.

4. SCHOOL UNIFORMS

4.1. The wearing of school uniform is compulsory for all students of Eton House International Schools. School uniforms and hats are available from the school admissions office.

5. TUITION FEES

5.1. Tuition fees are billed on an annual basis with the option of paying in paying per term, the first payment to be made before the start of the academic year in September and the second before the end of Term 1 in December and the third will be end of 2nd term in March each year.

5.2. Additional fees for after-school care, holiday activities and school excursions will be billed separately. Curriculum based field trips (excursions) are an integral part of the educational program, participation is expected of all students.

5.3. For new students enrolling during the term, fees will be pro-rated on a daily basis according to the remaining duration of the academic year. Please refer to the Eton House International Schools Bahrain Academic Calendar for the term dates.

5.4. Fees stated are not inclusive of Business Tax or other charges which may be levied by the government from time to time. The School reserves the right to impose these additional charges as directed by the government.

5.5. All payments must be within 14 days from the date of invoice.

5.6. Where any fee or part of a fee remains unpaid after the due date, the School reserves the right to:

5.7. Charge interest on the overdue amount at the rate of 2% per month from the due date until payment;

“Shaping the Future Through Education”

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5.8. cease supplying any course materials and tuition services to the student without prejudice to the obligation to pay fees; and/or

5.9 Demand payment in full of all fees.

5.10. The School shall cancel the registration of the student with no recourse to a refund if at any time payments fall in arrears.

5.11. The Board of Management reserves the right to terminate the enrolment of a student if the account remains outstanding after the final reminder has been served.

5.12. Parents shall pay all legal fees and other administrative costs and disbursements incurred in connection with the demand or enforcement of the payment of amounts due hereunder or the observance and performance of any covenants, undertakings, stipulations, terms and conditions or provisions herein contained.

5.13. Tuition fees are payable in full, from the date a student joins the School, and until the last day of attendance at school. The last day of attendance at School is the date stated on the written withdrawal notice, and received by the School. Continued absence from the School is not deemed to be service of withdrawal notice. Tuition fees are payable in full during this period, and until a written notice of withdrawal is received by the School.

5.14. The School shall be entitled to adjust tuition fees as the School in its absolute discretion deems fit from time to time during the student's enrolment in the School. Any such increase shall be notified to the Parents and the revised fee shall be payable, effective from the date stipulated in the notice.

5.15. In the event of transfer of a student to another Eton House School, the fees and terms and conditions of that other School will apply.

5.16. All bank charges involved in the electronic transfer of payments, to the School's bank account, including those of the receiving bank, shall be borne by the remitter.

5.17. In the event of some incident or event occurring within or affecting Bahrain such that the School is required by the relevant authorities of the Bahrain Government to close during the currency and / or aftermath of such incident or event, the School will not be obliged to refund any part of the fees received.

6. PARENTAL OBLIGATIONS

6.1. The School operates to a regular timetable and it is contractual obligation on the part of the Parent to ensure that the child attends all school days. The School is unable to refund fees when the students is absent from programs due to illness or injury or other emergency, unforeseen event or change in personal circumstance.

6.2. Parents must inform the school in writing of any potential or prolonged absences of the child.

7. WITHDRAWAL

7.1. Request for withdrawal must be made in writing address to the SCL. Any request for withdrawal from the School, other than in writing, will not be entertained.

7.2. Tuition fees paid in advance will be refundable as prorated.

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7.3 A minimum of 1 calendar month withdrawal notice in writing is required. Failure to do so will result in administrative delays in the preparation of student tuition fee refund and student records for the departing student and no refunds will be given.

7.4 Parents/ Guardians must return the tuition receipt with the written withdrawal request or will be charged otherwise.

7.5 Once a student has formally withdrawn from the school, re-enrolment at the Eton House schools will not be permitted unless approved by the Board of Management.

7.6 The School Principal reserves the right to withdraw admission of a student from the School for any cases judged to be in the best interest of the School.

9. SERVICE OF NOTICE

9.1. Any notice given under this Agreement shall be:

9.2. by registered or recorded delivery mail

9.3. by facsimile transmission (confirmed by post)

9.4. by any other means which any party specifies by notice to the others

9.5. Each party's address for the service of notice shall be indicated herein or such other address as specified by notice to the others

10. WAIVER- FULL FORM

10.1. None of the demand for or the acceptance of payment under this Agreement or the failure by the School to enforce any of the terms or conditions of this Agreement at any time or for any period will release or exonerate or in any way affect the liability of the Parent or be a waiver of:

10.1.1. those terms and conditions;

10.1.2. the right of the School at any time afterwards to enforce each and every term and condition of this Agreement; or

10.1.3. any penalty attached to their non-performance

11. ENTIRE UNDERSTANDING

11.1. The Agreement embodies the entire understanding of the parties in respect of the matters contained or referred to in it and there are no promises, terms, conditions or obligations, oral or written, express or implied other than those contained in this

12. AMENDMENT

12.1. The School reserves the right to change the contents of this 'terms and conditions' document and / or create new terms and conditions from time to time as it may in its absolute discretion deem fit. Amendments and / or additions to these terms and conditions may be made through notification by ordinary post to the last known address of the Parents in the School's record. Parents shall be bound by the amendment or the new terms and conditions, whether or not they have actual notice thereof, from the date of such posting.

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13. RESERVATION OF RIGHTS

13.1. The School reserves the following rights:

13.1.1. to alter the content, nature and venue of programmes at any time;

13.1.2. to alter the details of any published information;

13.1.3. to alter method of payment if deemed necessary at any time; and

13.1.4. to assign the whole or any part of the agreement between the person responsible for the fees and the School, to any person or body, at any time.

14. MISCELLANEOUS

14.1. The School shall not be liable for any loss suffered by the student resulting from any event that is beyond the reasonable control of the school.

14.2. The School shall not be liable for any error, omission or misstatement in the School website, literature or publications.

14.3. The School reserves the right without prior notice to make changes as deemed appropriate in course offering, curricula, academic policies, and other rules and regulations affecting students and to substitute any teaching staff at any time.

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TERMS AND CONDITIONS

I agree to abide by the conditions of enrolment. I am responsible for the payment of all fees for the student named below.

Name of student enrolled: _____

Parent's / Guardian's signature: _____

Date: _____

Principal's Signature/ School Stamp: _____

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